

MAINTENANCE SPECIFICATIONS FOR PARKS and FACILITIES

(Revised 3/5/03)

I. ATHLETIC FACILITIES: COMPETITIVE FIELDS

A. Turf

1. Mow outfield turf twice per week during league play at a height of 1.5" to 2".
Mow turf at least once per week during non-league play.
2. Mow baseball turf infields 3 times per week at a height of ¾" to 1.5" during league play.
3. Mow athletic field alleyways and grounds at least once per week at a height of 2".
4. Aerate athletic turf areas 4 to 6 times per year and more often for heavily used areas.
5. Top-dress athletic fields twice per year with a clean sand/organic mixture.
6. Fertilize athletic fields 6 times per year (2 times during the spring green-up, 2 times during the summer, and 2 times during the fall) with 1 pound of nitrogen per 1,000 sq. ft. Coincide 1 fall application with winter over-seeding. Test soil annually to determine the proper ratio of fertilizer needed.
7. Over-seed athletic fields in the fall when scheduled play is during the winter/spring months. Use seeding rate of 8 to 10 pounds of Perennial Rye seed per 1,000 sq. ft. on baseball/softball outfields and soccer fields. Over-seed baseball infields with Perennial Rye seed at 15 to 20 pounds per 1,000 sq. ft. Apply Bermuda seed to declining turf at a rate of 1 to 2 pounds per 1,000 sq. ft. in the spring for recovery.
8. Apply 1 pre-emerge herbicide application in the spring and 2 post-emerge applications in mid-summer to athletic turf as per manufacturer's instructions.
9. Apply fire ant bait to athletic fields at a rate of 1 pound per acre once in the spring and once in the fall. Use pesticides as needed on the fields.
10. Apply pelletized gypsum annually to athletic fields at the rate of 1 ton per acre.

B. Skinned Infields

1. Construct skinned infields using a sand/clay mixture to form a solid uniform surface for each sport to be played on.
2. Use amendments on infield soil and surface, as each sport and the budget will allow.
3. Grade infields to allow for proper drainage.
4. Water, drag, line, and rake out skinned infields for games during league play.
5. Rake, level, fill holes, and pack pitcher mounds and home plate for games during league play.
6. Remove rocks, dirt clods, and debris from the play areas daily.
7. Inspect bases, home plates, and pitching rubbers daily for damage and wear. Replace damaged bases as needed.
8. Broom, rake, or power wash dirt build-up and lips around the fields as needed.

C. Soccer Goals

1. Inspect goals weekly.
2. Re-anchor goals as needed.
3. Repair or replace torn or tattered nets as needed.

D. Bleachers

1. Inspect bleachers weekly for damage and repair as needed.
2. Clean bleachers and trash receptacles daily during league play and weekly during non-league play.

E. Lights

1. Inspect lights monthly and repair as needed, depending on availability of a Bucket Truck.
2. Check ballast boxes and controls weekly for operation and damage and repair as needed.
3. Lighting audits are the responsibility of the facility user or league.

F. Fencing

1. Inspect fences once per week and record damage.
2. Repair damaged hardware, gates, rails, and fabric as needed.
3. Replace bent fabric fencing as budgets allow.

G. Restrooms

1. Clean and restock restrooms with paper products daily.
2. Repair lights and restroom facilities as needed.
3. Inspect restrooms daily for damage.
4. Remove graffiti immediately.
5. Restrooms will be brought into compliance with the Americans with Disabilities Act as the budget allows.

II. PLAYGROUNDS

A. Play Equipment

1. Check play equipment and surrounding play areas weekly and repair as needed. Notify supervisor of follow-up work or materials needed.
2. Perform official monthly inspections on play equipment and surrounding play areas. Record any deficiencies and schedule repairs.
3. Isolate any hazardous deficiencies from use and repair as soon as possible.

B. Surfacing

1. Check fall surfaces weekly.
2. Remove debris and level the surfaces as needed.
3. Add fall surface material as needed to stay within ASTM and NPSI standards.
4. Repair or replace damaged rubber cushion surfaces as soon as possible.
5. Inspect fall surface for drainage problems after heavy rains. Fall surface should be free of standing water within 24 hours.

C. Borders

1. Inspect playground borders weekly and repair as needed.

D. Decks

1. Inspect decks weekly.
2. Replace wood planks as needed.

E. Benches

1. Inspect benches weekly.
2. Replace wood slats as needed.
3. Repaint or restain benches every 3 years.

III. PAVILION/SHELTER FACILITIESA. Pavilions

1. Inspect monthly for any structural, electrical, plumbing, and equipment damage and make repairs as needed. Isolate any hazardous conditions from use and repair as soon as possible.
2. Clean facility before every rental.
3. Mow and trim the grounds weekly during the growing season.
4. Repaint interior every 3 years or sooner depending on deterioration.
5. Repaint exterior as needed.
6. Perform monthly pesticide treatment for ants, mice and other pests.

B. Shelters

1. Clean weekly or after each use. Pick up ground litter, debris, and remove any hazards.
2. Inspect weekly to ensure that lights, electrical outlets, and fountain/hose bibs are operational. Isolate any hazardous conditions from use and repair as soon as possible.
3. Inspect weekly to ensure it is structurally sound and has no loose, damaged, or missing parts and repair as needed.
4. Mow and trim grounds around shelters on the same 10-day schedule as the rest of the park.

C. Tables

1. Clean tables weekly.
2. Inspect weekly for loose, damaged, or missing parts and hardware and repair as needed.

D. Grills

1. Clean grills and remove old coals weekly.
2. Inspect weekly for worn, damaged, or missing parts and repair as needed.
3. Inspect weekly for fire hazards such as low limbs and debris and remove it immediately.

E. Trash Receptacles

1. Empty trash barrels (pull liners) if more than half full or sooner if it has a strong odor or is attracting numerous insects.
2. Wash out barrels monthly or more often if needed.
3. Inspect receptacles weekly for worn, damaged, or missing parts and repair as soon as possible.
4. Clean areas around receptacles and roll-off containers as needed.

F. Restrooms

1. Clean and restock restrooms daily during pavilion or shelter use.
2. Inspect restrooms weekly to ensure that lighting, electrical, and plumbing fixtures are operational. Isolate any hazardous conditions from use and make repairs immediately.
3. Repaint restrooms and make other repairs as needed.
4. Remove graffiti from restrooms immediately.

IV. TENNIS COURTS**A. Surfacing**

1. Clean litter and debris from court surfaces weekly and remove any hazards.
2. Repaint or resurface courts when worn areas exceed 20% of court or when scheduled as per “resurfacing plan”.

B. Nets

1. Inspect nets weekly to ensure they are properly hung with no tears or missing hardware.
2. Replace nets if they are tattered or excessively worn.

C. Lights

1. Inspect lights monthly and repair as needed, depending on the availability of a Bucket Truck.
2. Check ballast boxes and controls weekly for proper operation and damages.
3. Replace burned lamps when 10% or more are out.
4. Conduct lighting audit as needed to ensure uniform coverage.

D. Fencing

1. Inspect fencing weekly and repair as needed.
2. Replace fencing that is bent, sagging, or excessively damaged as funding is made available.
3. Inspect windscreens weekly to ensure they are tightly hung with no tears and replace torn or tattered screens as needed.

V. BASKETBALL COURTS**A. Surfacing**

1. Clean litter and debris from court surfaces weekly and remove any hazards.
2. Repaint or resurface courts when worn areas exceed 20% of court or when scheduled as per “resurfacing plan”.

B. Goals and Backboards

1. Inspect goals and backboards weekly and repair as needed.
2. Replace torn or tattered nets as needed.

C. Lights

1. Inspect lights monthly and repair as needed, depending on availability of a Bucket Truck.
2. Check ballast boxes and controls weekly for proper operation and damages.
3. Replace burned lamps when 10% or more are out.
4. Conduct lighting audit as needed to ensure uniform coverage.

VI. SAND VOLLEYBALL COURTS**A. Nets**

1. Inspect nets weekly to ensure they are hung properly with no tears or missing hardware.
2. Replace tattered or worn nets as needed.

B. Surface

1. Inspect court weekly to ensure a level surface and that it is free of trash and debris.
2. Add sand and till surface as needed.

C. Borders

1. Inspect borders weekly and repair as needed.

VII. PONDS**A. Water**

1. Check aerators weekly and repair as needed.
2. Remove trash and debris from the around the ponds edge weekly.
3. Remove trash and debris from the pond water as needed.
4. Stock ponds according to the Department's Urban Fishing Program.
5. Pond vegetation will be addressed in the Pond/Waterways Management Plan. (To be developed for the Texas Parks and Wildlife Department)

B. Fishing Piers/Decks

1. Inspect piers and decks monthly and repair as needed.
2. Remove trash and debris weekly.
3. Isolate hazardous deficiencies from use and repair as soon as possible.

C. Benches

1. Inspect benches monthly.
2. Replace wood slats as needed.

VIII. PARKS: GENERAL STANDARDS

A. Grounds

1. Mow and trim grounds on a 10-day rotation.
2. Pick up litter and trash weekly.
3. Sweep and stripe parking lots as needed.
4. Check for hazards and correct them as soon as possible.

B. Drinking Fountains

1. Inspect fountains weekly.
2. Repair water leaks as soon as possible.
3. Install fountains in appropriate location and in compliance with the Americans with Disabilities Act.

C. Signage

1. Inspect signs weekly.
2. Replace or repair damaged or worn signs as needed.
3. Repaint wood signs every three years or as needed.

D. Ornamental Plants

1. Change out plant beds with seasonal color twice per year.
2. Check irrigation systems weekly and repair leaks as soon as possible.
3. Remove trash and debris weekly.

E. Walkways

1. Inspect walkways weekly.
2. Remove trash and debris weekly.
3. Edge walkways on a 10-day rotation.
4. Remove weeds and grass from sidewalk cracks and expansion joints as needed.

F. Trash Receptacles (random)

1. Empty trash barrels (pull liners) if more than half full or sooner if it has a strong odor or is attracting numerous insects.
2. Wash out barrels monthly or more often if needed.
3. Inspect receptacles weekly for worn, damaged, or missing parts and repair as soon as possible.
4. Clean areas around receptacles and roll-off containers as needed.

G. Ornamental Steel Fencing

1. Inspected fences monthly.
2. Make repairs as soon as possible.
3. Repaint ornamental fences every 3 years or as needed.

H. Chain Link Fencing

1. Inspect fences monthly.
2. Repair as soon as possible.

I. Wood Fencing

1. Inspect fences monthly.
2. Make repairs as soon as possible.
3. Repaint wood fences every 3 years or as needed.

J. Lights: Security and Exterior Facility Lights

1. Inspect lights monthly and repair as needed, depending on availability of a Bucket Truck.
2. Report electrical problems to Facility Maintenance or the Electrical Department for repairs.
3. Isolate hazardous deficiencies from use and repair as soon as possible.

K. Bridges

1. Inspect bridges monthly and repair as needed.
2. Apply a water sealant to wood planks annually.
3. Isolate hazardous deficiencies from use and repair as soon as possible.

L. Athletic Practice Areas

1. Pick up litter and debris weekly.
2. Mow and trim grass every ten days or sooner at a height of 2 to 2.5 inches.
3. Top-dress practice areas with dirt as needed to maintain a uniform surface.
4. Inspect soccer nets, goals, backstops, and fencing monthly and repair as soon as possible.

M. Irrigation (turf)

1. Inspect irrigation weekly.
2. Repair leaks and adjust heads/rotation as needed.
3. Isolate hazardous deficiencies from use and repair as soon as possible.

N. Irrigation (landscape)

1. Inspect irrigation weekly.
2. Repair leaks and adjust heads/rotation as needed.

O. Picnic Units

1. Inspect picnic units weekly.
2. Clean picnic tables weekly.
3. Empty trash receptacles weekly.
4. Empty coals from grills weekly and inspect grill areas for fire hazards such as low limbs and debris and remove it immediately.
5. Sweep picnic slabs weekly.
6. Repair picnic tables, grills, and trash receptacles as needed.

P. Metal Benches

1. Inspect benches weekly and repair as needed.
2. Repaint or restrain benches every 3 years.